

GOVERNMENT OF NCT OF DELHI
DR. B. R. SUR HOMOEOPATHIC MEDICAL COLLEGE, HOSPITAL &
RESEARCH CENTRE, NANAK PURA, MOTI BAGH, NEW DELHI-110021.
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(Affiliated to GGSIPU)

F.No. 2(281)/2014/SHMC/ 1173

Dated: 17/3/25

OFFICE ORDER

In supersession of all previous orders in this regard, various committees of this Institute are re-constituted as under with immediate effect: -

S. N.	Committee	Members of the Committee	Dealing Assistant	Link Official
1.	Academic/NCH Committee	Principal, Chairperson Dr. Archana Narang, Prof. – Incharge Dr. Prabir Manna, Prof. – Member Secy. Dr. Sandhya Rastogi, Prof. Member Dr. Rajeev Nair, Prof. Member	Sh. Amit Kumar Yadav, Sr. Assistant Sh. Hardeep Jangra, Jr. Assistant	Vice Versa
2.	University Examination	Dr. Rajeev Nair, Prof. – Exam Coordinator Dr. Satya Jain, Prof. – Member Dr. Prabir Manna, Prof. – Member	- do -	- do -
3.	University Admission (UG)	Dr. Satya Jain, Prof. – Chairperson Dr. R.C. Bawiskar, Prof. – Member, Dr. Rajeev Nair, Prof. – Member	- do -	- do -
4.	University Admission (PG)	Dr. Archana Narang, Prof. – PG Coordinator Dr. Neena Mehan, Prof. – Member Dr. Rajeev Nair, Prof. – Member	- do -	- do -
5.	Attendance Monitoring Committee (Students)	Dr. Prabir Manna, Coordinator Dr. Amar Bodhi (1 st BHMS) Dr. K G Mahabole (2 nd BHMS) Dr. S N Jana (3 rd BHMS) Dr. Sandhya Rastogi (4 th BHMS)	- do -	- do -
6.	Drug Proving in Homoeopathy	Dr. Sandhya Rastogi, Prof. Nodal Officer Dr. Amar Bodhi, Prof. – Member Dr. Rajeev Nair, Prof. – Member	- do -	- do -
7.	Cultural Activities Camps & Mela	Dr. Archana Narang, Prof. Nodal Officer Dr. Sandhya Rastogi, Prof. – Member Dr. S.N. Jana, Prof. – Member	- do -	- do -
8.	Sports Activities	Dr. Neena Mehan, Prof. – Nodal Officer Dr. Rajeev Nair, Prof. – Member	- do -	- do -
9.	Anti Ragging Committee	Dr. Mahabole K.G., Prof. – Nodal Officer Dr. Amar Bodhi, Prof. – Member Dr. Manisha Thakur – Member President Students Council	- do -	- do -
10.	Scholarship Committee (EWS/SC/ST/OBC/Gen)	Dr. Sandhya Rastogi, Prof. – Nodal Officer Dr. Archana Narang, Prof. – Member Dr. Rajeev Nair, Prof. – Member	- do -	- do -
11.	Students Election	Dr. S.N. Jana, Prof. – Nodal Officer Dr. Manisha Thakur – Member Smt. Meenakshi Devi, Lab Assistant	Sh. Nitesh Taneja, Sr. Assistant	Sh. Amit Kumar Yadav, Sr. Assistant

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S. N.	Committee	Members of the Committee	Dealing Assistant	Link Official
12.	Gender Champion, All AISHE activities Students Welfare Placemnt Cell Ethical Committee	Dr. Archana Narang, Prof. Dr. Amar Bodhi, Prof.	Sh. Amit Kumar Yadav, Sr. Assistant Sh. Hardeep Jangra, Jr. Assistant	Vice Versa
13.	IT Committee & Website Management Committee, Hospital Computerization, Cyber Security, Biometric Attendance	Dr. R.C. Bawiskar, Prof. – Nodal Officer Dr. Amar Bodhi, Prof. Dr. Rajeev Nair, Prof. Dr. Pramod K., CMO (SAG) Dr. Sanjeev Aggarwal, Dr. Prabir Manna, (Member Cyber Security) Dr. Namita Bagri, Asstt. Prof. (Member Cyber Security)	Sh. Manjeet Singh, ASO (EMD) Manager Sh. Pradeep Kr. Sr. Assistant, Computer Programmer	Vice Versa
14.	E-Office	Sh. Amiya Kumar Shekhar, Nodal Officer Dr. S.N. Jana, Prof. Link Sh. Manjeet Singh, ASO	Sh. Pradeep Kr. Sr. Assistant Computer Programmer	Vice Versa
15.	Sparrow/e-HRMS	Sh. Amiya Kumar Shekhar, Nodal Officer	Sh. Pradeep Kr. Sr. Assistant	Computer Programmer
16.	Right to Information Act	Dr. Prabir Manna, Prof. – PIO Dr. Sandhya Rastogi, Prof. – APIO	Sh. Manjeet Singh, ASO	Mrs. Lalita, Jr. Assistant
17.	Disaster Management Committee	Medical Superintendent – Chairperson Dr. Satya Jain, Prof.DMS, Member Secy. Dr. Amar Bodhi, Prof. – Nodal Officer Dr. S.N. Jna, Prof. – Member Sh. Laxman, Nuring Officer – Member Ms. Alka Kujur, Sr. Nursing Officer – Member Security Guard on duty (02 in No.) In Charge CATS Ambulance	Sh. Attar Singh, Sr. Assistant	
18.	Tender Opening & Technical Evaluation Committee	Dr. Satya Jain, Prof. – Chairperson Dr. Mahabole K.G., Prof. – Link Officer Dr. Rajeev Nair, Prof. – Member Secy. Dr. Sandhya Rastogi, Prof. – Member Section Officer – Member Assistant Accounts Officer – Member Ms. Alka Kujur, Sr. Nursing Officer – Member	Concerned Dealing Assistant	
19.	Purchase Committee	Dr. Satya Jain, Prof. – Chairperson Dr. Mahabole K.G., Prof. – Link Officer Dr. Rajeev Nair, Prof. – Member Secy. Dr. Sandhya Rastogi, Prof. – Member Section Officer – Member Assistant Accounts Officer – Member Ms. Alka Kujur, Sr. Nursing Officer – Member	Concerned Dealing Assistant	
20.	Anti Tobacco Committee	Dr. Pramod K., CMO (SAG) – Nodal Officer Sh. Mukesh Kumar, Nursing Officer Sh. Mahesh Kumar, N/O Member Student's Council (President)	Sh. Pradeep Kr. Sr. Assistant	Sh. Attar Singh, Sr. Assistant
21.	RCH Activities/Family Welfare/IDSP Activities	Dr. Sandhya Rastogi, Prof. – Nodal Officer Dr. S.N. Jana, Prof. – Member Smt. Veerlata, Nursing Officer Sh. Yogesh Kumar, Nursing Officer	Mrs. Rachna Abha, Statistical Assistant	Mrs. Lalita, Jr. Assistant
22.	Library	Dr. Mahabole K.G., Prof. – Nodal Officer Dr. Prabir Manna, Prof. – Member Dr. Neena Mehan, Prof. – Member	Sh. Attar Singh, Sr. Assistant Sh. Shri Krishan, OT Assistant	Vice Versa
23.	Sexual Harassment Committee / Internal Complaint Committee (ICC)	Dr. Archana Narang, Prof. – Chairperson Dr. Sandhya Rastogi, Prof. – Member Dr. S.N. Jana, Prof. – Member Section Officer (Admin) – Member NGO – Member	Sh. Manjeet Singh, ASO	Sh. Kundan S. Assistant


S. N.	Committee	Members of the Committee	Dealing Assistant	Link Official
24.	Canteen Committee	Dr. Neena Mehan, Prof. Dr. Pramod K., CMO (SAG)	Mrs. Lalita, Sr. Assistant	Sh. Nitesh Taneja, Sr. Assistant
25.	Person with Disabilities Committee for Staff & Students	Dr. Satya Jain, Prof. – Chairperson Dr. Sandhya Rastogi, Prof. – Member Section Officer – Member President Student Council (Only for Student Related Matters)	Sh. Amit Kr. Yadav, Sr. Asstt. For Staff Shri Hardeep Jangra, Sr. Asstt. For Students	Vice Versa
26.	Students Grievance Redressal Committee	Dr. Satya Jain, Prof. – Chairperson Dr. Rajeev Nair, Prof. – Member Dr. Mahabole K.G. Prof. – Member Dr. Sandhya Rastogi, Prof. – Member Dr. Rashi Malik, Counsellor President Students Club	- do -	- do -
27.	Medical Store	Dr. S.N. Jana, Prof. Store Officer Dr. Neena Mehan, Prof. Joint Store Officer	Sh. Deepak Kumar, Pharmacy Officer	Sh. Mahesh Aggarwal, Pharmacy Officer
28.	General Store	Dr. Rajiv Nair, Prof. – Store Officer Dr. Pramod K. CMO (SAG), Joint Store Officer	Sh. Pradeep Kr. Sr. Assistant	Sh. Amit Kr. Yadav, Sr. Assistant
29.	PWD (Civil/Electrical)	Dr. Satya Jain, Prof. – Nodal Officer Dr. Amar Bodhi, Prof. Dr. Sanjeev Aggarwal, CMO (SAG)	- do -	- do -
30.	Condemnation Committee (General & E-waste), Record Weeding Out	Dr. Amar Bodhi, Prof. – Nodal Officer Dr. Mahabole K.G., Prof. – Member Dr. S.N. Jana, Prof. – Member AAO – Member SO (Admn) – Member	Sh. Mahesh Aggarwal, Pharmacy Officer	Sh. Kundan, Sr. Assitt. & DEO (Outsourced)
31.	E-Dietary Committee/Diet	Dr. Neena Mehan, Prof. – Nodal Officer Dr. S.N. Jana, Prof. – Member AAO – Member	Mrs. Lalita, Jr. Assistant	Sh. Nitesh Taneja, Sr. Assistant
32.	Security, Nursing Orderly & Lab Asstt., Sanitation, DEO, IT (Programmer), Horticulture	Dr. Amar Bodhi, Prof. – Nodal Officer S.O. (Admn.) – Member	Sh. Amit Kumar Yadav, Sr. Assistant	Sh. Hardeep Jangra, Jr. Assistant
33.	Washing & Linen	Dr. Neena Mehan, Prof. – Nodal Officer Dr. Pramod K., CMO (SAG) – Member Sister-in-charge OPD & IPD – Member	Mrs. Lalita, Jr. Assistant	Sh. Nitesh Taneja, Sr. Assistant
34.	Vehicle and Rogi Kalyan Samiti	Dr. S.N. Jana, Prof. – Nodal Officer Dr. Prabir Manna, Prof. Link Officer	Sh. Nitesh Taneja, Sr. Assistant	Mrs. Lalita, Jr. Assistant (Vehicle) Sh. Kundan, Sr. Asstt (RKS)
35.	Bio Medical Waste	Dr. Manisha Thakur, Bio Chem. Nodal Officer Dr. Prabir Manna, Prof. – Member Smt. Sheela Kapil, MLT – Member Nursing Officer (OPD) Ms. Shanno, Sanitation Staff	Sh. Mahesh Aggarwal, Pharmacy Officer	Sh. Deepak Kumar, Pharmacy Officer
36.	Mosquito Abetment Committee	Dr. Neena Mehan, Prof. – Nodal Officer Dr. Satya Jain, Prof. – Member Dr. Sanjeev Aggarwal, CMO (SAG) Member Dr. Manisha Thakur, Bio Chem. – Member Sister-in-charge OPD & IPD – Member	Mrs. Meenakshi, MLT	Mrs. Priyanka Srivastava, MLT

S. N.	Committee	Members of the Committee	Dealing Assistant	Link Official
37.	Kayakalp/ Swachchata /General Waste/Environment and Climate Change Committee	Dr. Prabir Manna, Prof. Nodal Officer (Kayakalp) Dr. Archana Narang, Prof. – Nodal Officer (Swachchata & Environment) Dr. Manisha Thakur – Nodal Officer Gen. Waste Nursing Officer Incharge IPD & OPD Ms. Sheela Kapil, MLT Sh. Mahesh Aggarwal, Pharmacist Nursing Orderly IPD & OPD	Sh. Mahesh Aggarwal, Pharmacy Officer	Sh. Deepak Kumar, Pharmacy Officer
38.	Internal Scientific Committee	Dr. Neeraj Gupta, Prof. – Chairperson Dr. Satya Jain, Prof. – Member Dr. R.C. Bawiskar Prof – Member Dr. Archana Narang, Prof. – Member Secy.	Sh. Amit Kumar Yadav, Sr. Assistant	Sh. Hardeep Jangra, Jr. Assistant
39.	Hospital Infection Control Committee	Medical Superintendent – Chairperson Dr. Mahabole K.G. Prof – Infection Control Nodal Officer Dr. Manisha Thakur, Convener Nr. Officer Incharge (IPD&OPD) Smt. Priyanka Srivastava, MLT Sh. Shri Krishan, OT Assistant Smt. Kamlesh, Nursing Orderly Smt. Shanno, Sanitation Staff	Mrs. Meenakshi Devi, MLT	Mrs. Priyanka Srivastava, MLT
40.	HMIS	Dr. Sandhya Rastogi, Prof. Nodal Officer Dr. Pramod K. CMO (SAG)	Mrs. Rachna Abha, Statistical Assistant	Mrs. Lalita, Jr. Assistant
41.	OBC/SC/ST/Welfare Committee	Dr. S.N. Jana Prof. – Chairperson Dr. R.C. Bawiskar, Prof. Dr. Prabir Manna, Prof. Smt. Veerlata, Nursing Officer	Mrs. Rachna Abha, Statistical Assistant	Sh. Pradeep Kr. Sr. Assistant
42.	MACP Screening Committee	Dr. R.C. Bawiskar, Prof. Chairman Dr. Satya Jain, Prof. – Member Section Officer (Admn.) – Member	Mrs. Lalita, Jr. Assistant	Sh. Pradeep Kr. Sr. Assistant
43.	Equal Opportunity Cell (EOC) / Minorities Committee	Dr. Satya Jain, Prof. – Chairperson Dr. Sheeba – Member Smt. Alka John – Member	Sh. Hardeep Jangra, Jr. Assistant	
44.	Vigilance / Grievance (including PGMS, CPGRAM, LG Listening Post & 1031)	Dr. Satya Jain, Prof. – Advisor Dr. Pramod K. CMO (SAG) – Nodal Officer Dr. R.C. Bawiskar, Prof. Member	Sh. Manjeet Singh, ASO	Sh. Pradeep Kumar, Sr. Assistant
45.	Quality Control, NABH, NQAS and related activities	Dr. Amar Bodhi, Prof. – Nodal Officer Dr. Prabir Manna, Prof. – Member Nursing Officer Incharge (IPD & OPD)	Sh. Attar Singh, Sr. Assistant	Sh. Hardeep Jangra, Jr. Assistant
46.	Code Violet Committee	Dr. Neeraj Gupta, MS/Principal – Chairman Dr. R.C. Bawiskar, HOO – Member Secy. Dr. Satya Jain, DMS – Member Dr. Neena Mehan, In Charge IPD – Member Dr. Pramod K. In Charge OPD – Member Dr. K.G. Mahabole, HOD Clinical Pathology. – Member Dr. Amar Bodhi, HOD Pharmacy and In Charge Security – Member Dr. Sanjeev Aggarwal, Medical Officer and Security Co-ordinator – Member Dr. Alka Kujur, Nursing In Charge, Representative of Nursing Staff Dr. Honey, Jr. Resident – Representative of Junior Residents	Ms. Lalita, Jr. Assistant	Sh. Hardeep Jangra, Jr. Assistant

Further, following officers are appointed as Nodal Officer for the activities mentioned against their name: -

S.N.	Nodal Officer	Activity	Dealing Assistant
1.	Dr. Satya Jain, Prof.	Polio	Nr. Officer on duty, IPD
2.	Dr. Satya Jain, Prof.	VPD	Nr. Officer on duty, OPD
3.	Dr. Rajeev Nair, Prof.	DTC Bus Pass	Sh. Hardeep Jangra, Jr. Assistant
4.	Dr. Neeja Mehan	Leprosy	DEO (Outsourced)
5.	Dr. Mahabole K.G., Prof.	HIV/AIDS/Hep. B and related matters	Ms. Priyanka Srivastava, MLT

Any of the respective committee member shall officiate as Link Officer/Incharge.


(Dr. (Prof.) Neeraj Gupta)
Principal/HOD

F.No. 2(281)/2014/SHMC/

Dated:

Copy forwarded for information and necessary action to:

1. PPS to Principal, SHMC
2. Head of Office, SHMC
3. DMS, SHMC
4. S.O. (Admin), SHMC
5. All Concerned Members/Officers/Officials
6. Guard File


(Dr. (Prof.) Neeraj Gupta)
Principal/HOD